



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval**  
**for Retirement**  
**Under 5 USC 8336(c) and 8412(d)**

[ x ] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[ x ] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this Position Description (PD) and must use this DOI Standard PD Number\*

Classification Title: Fire Management Specialist (Planning)

Organization Title: \_\_\_\_\_


DOI Standard PD Number: DOI032\*

Series and Grade: GS-0401-07/09/11


**RECOMMENDATION FOR COVERAGE REVIEW:** Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI).

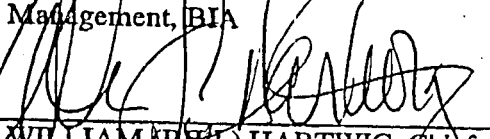
The incumbent of this position serves as the primary wildland fire planning specialist in an interagency setting for a single or group of Fire Planning Units (FPU). The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in implementing the interagency fire program analysis process and supporting Fire Management Plan development. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools, as well as, responsible for coordinating fire planning processes and information among the FPU partners. **Prior wildland firefighter experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position, and is clearly in an established career path.**

  
LYNE CARLILE, Chief of Fire  
Management, BIA

10/28/05  
Date

  
TIMOTHY MURPHY, Dep. Director,  
National Wildland Fire, BLM

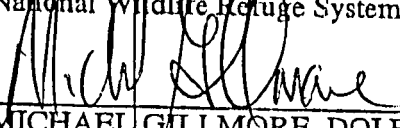
10/31/05  
Date

  
WILLIAM (BILL) HARTWIG, Chief,  
National Wildlife Refuge System, FWS

11/1/05  
Date

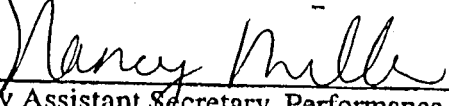
  
MIKE WALLACE, National Fire  
Management Officer, NPS

10/27/05  
Date

  
MICHAEL GILLMORE, DOI FF/LE Supervisory Program Analyst

11/4/05  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 09/30/05. Approval is by DOI Secretary's Designee;

  
Deputy Assistant Secretary, Performance, Accountability and Human Resources

11/16/05  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)									
3. Service									
4. Employing Office Location									
5. Duty Station									
6. OPM Certification No.									
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt									
8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest									
9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)									
11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither									
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive									
13. Competitive Level Code									
14. Agency Use *DOI032									
15. Classified/Graded by									
Official Title of Position									
Pay Plan									
Occupational Code									
Grade									
Initials									
Date									
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)									
17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment									
a. First Subdivision									
b. Second Subdivision									
c. Third Subdivision									
d. Fourth Subdivision									
e. Fifth Subdivision									
Signature of Employee (optional)									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that									
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor									
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature									
Date									
Signature									
Date									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.									
22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families, August 2001. Part I of the Forestry Series, GS-460, Jun 1965 TS-57, Dec 1979, TS-39.									
Typed Name and Title of Official Taking Action									
Chief, Division of Position Classification and Pay									
Signature									
Date									
23. Position Review									
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities (See Attached)									

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT			
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED				
IIa. Department of the Interior, FLERT Specialist <u>A.K. Sloan</u> b. This PD has been approved as follows under 5 USC 8336(c) and 8412(d): <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supv. c. Approval Date: <u>November 16, 2005</u>				
4. CSC TITLE AND BUREAU POSITION NO. DOI032 Fire Management Specialist (Planning)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SCHEDULE GS</td> <td style="width: 33%;">SERIES 401</td> <td style="width: 33%;">GRADE 09</td> </tr> </table>	SCHEDULE GS	SERIES 401	GRADE 09
SCHEDULE GS	SERIES 401	GRADE 09		
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE				

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____            (Signature of Supervisor)         </div> <div style="width: 45%;">           _____            (Date)         </div> </div> <div style="margin-top: 10px;">           TITLE _____         </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Winford G. Hooker</u>            Winford G. Hooker, DOI, PMB         </div> <div style="width: 45%;"> <u>9/30/05</u>            (Date)         </div> </div> <div style="margin-top: 10px;">           TITLE Chief, Division of Position Classification and Pay         </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Fire Management Specialist (Planning), DOI032, GS-401-11.

The work to be accomplished is essentially the same as the target position and the incumbent will perform the day-to-day assignments with considerable independence in planning/carrying out the work. However at this level, additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description. Successful completion of training assignments and regulatory requirements will lead to promotion to that full performance level under job number DOI032.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Name Signature and Title of Supervisor

\_\_\_\_\_  
Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT						
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED Department of the Interior, FLERT Specialist <u>A. K. Sloan</u> This (do) has been approved as follows under 5 USC 6336(c) and 8412(d) IIa. _____ b. _____ c. _____ Primary <input checked="" type="checkbox"/> Secondary/Administrative _____ Sec/Supvy _____ Approval Date <u>November 16, 2005</u>							
4. CSC TITLE AND BUREAU POSITION NO. DOI032 Fire Management Specialist (Planning)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SCHEDULE</td> <td style="width: 25%;">SERIES</td> <td style="width: 50%;">GRADE</td> </tr> <tr> <td>GS</td> <td>401</td> <td>07</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	401	07
SCHEDULE	SERIES	GRADE					
GS	401	07					
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE							

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____            (Signature of Supervisor)         </div> <div style="width: 45%;">           _____            (Date)         </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           TITLE _____         </div> <div style="width: 45%;">           TITLE _____         </div> </div>	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Winford G. Hooker</u>            Winford G. Hooker, DOI, PMB            (Official Exercising Classification Authority)         </div> <div style="width: 45%;"> <u>9/30/05</u>            (Date)         </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           TITLE Chief, Division of Position Classification and Pay         </div> <div style="width: 45%;">           TITLE _____         </div> </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities at the interim GS-09 level for a target position of Fire Management Specialist (Planning), DOI032, GS-401-11.

The assignments are essentially the same as the target position; however, a more limited knowledge is applied, the supervisor provides continuing or individual assignments with specific instructions, specific guidelines are available or are provided, the assignments are less complex, and the effect of work product is more limited.

Work will be reviewed for compliance with approved work plans, interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description. Successful completion of training assignments and regulatory requirements will lead to promotion to the interim GS-09 level under job number DOI032.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
 Name Signature and Title of Supervisor

\_\_\_\_\_  
 Date

## **INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves as the primary wildland fire planning specialist in an interagency setting for a single or group of Fire Planning Units (FPU). The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in implementing the interagency fire program analysis (FPA) process and supporting Fire Management Plan development. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools.

This position is responsible for implementing fire planning policies and procedures consistent with state/regional and national level guidance. The incumbent is responsible for coordinating fire planning processes and information among the FPU partners.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

## **MAJOR DUTIES**

### **Interagency Fire Planning Unit Coordination (35%)**

The incumbent is responsible for facilitating, coordinating and documenting FPU(s) processes, decisions and results among the FPU(s) partners. The incumbent maintains open and timely communications with the FPU governing board, FPU(s) partners, adjacent FPUs, resource planners, geographic area FPA leads, and other interagency personnel involved in the fire planning process. The incumbent facilitates the resolution of conflicts among partner agencies related to FPA including determination of attribute weights and resource and budget allocations. The position coordinates the development and monitoring of annual operating plans and long-term plans (e.g., transition plans, fuels plans).

### **Fire Program Analysis Management (35%)**

The incumbent manages consolidated data sets required to run FPA. Manages spatial and tabular data for FPUs within their area of responsibility (e.g., historic: fire occurrence, weather, fuels treatments; weights; and current fuels data). The position is responsible for developing, acquiring, and consolidating interagency data and ensuring the quality of all data. Identifies data deficiencies, initiates or takes corrective action, and resolves disputes as necessary.

The incumbent performs FPA for FPU(s) within their area of responsibility to meet established schedules. Following the consolidation of data, performs an in-depth analysis of computer generated, complex wildland fire model outputs. The incumbent is responsible for keeping abreast of FPA software versions and implements at the FPU level system and/or policy changes. The position is responsible for producing reports and distributing summaries of FPA outputs to agencies, partners and interested parties. The incumbent evaluates results relative to current fire programs and makes recommendations for change.

**Training (15%)**

The incumbent maintains currency in FPA processes by attending appropriate FPA and related discipline training (e.g., GIS, computer analysis software, fire behavior).

The incumbent administers the FPA training program for their assigned FPU(s). The incumbent is responsible for scheduling and conducting formal and informal FPA training and serves as instructor and/or coach of FPA classes at the regional/state and local levels. The incumbent serves as the subject matter expert for FPU partners and stakeholders.

**Budget (15%)**

The incumbent coordinates the final analysis for FPU submissions and facilitates the technical certification, confirms that all work accomplished to establish FPUs and their system required inputs is complete, includes all partners, meets all FPA system needs, and provides reasonable results.

Once the technical certification is completed, the incumbent facilitates the approval process with the governing board. Approval is formally documented in a signed memorandum following the allocation of resources between agencies and the identification of agency leadership and support positions.

The incumbent is responsible for ensuring that the FPU(s) budget request is formally submitted to the national database.

The incumbent facilitates dispute resolution of the technical certification and approval process at the lowest level possible.

The incumbent monitors interagency fire management programs to determine whether resources were allocated and implemented as agreed upon by FPU(s) governing board(s) and notifies the governing board of deviations. As necessary, provides the governing board with alternatives to address changes that have occurred following budget submission.

**FACTORS**

**1. Knowledge Required By The Position**

(Level 1-7, 1250 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment specializing in planning sufficient to perform FPA of an interagency FPU(s).

Thorough knowledge of land management principles, practices, and concepts sufficient to serve as technical authority for the full range of activities involved in the use of fire and fire surrogates to ensure that FPA supports interagency and bureau management goals and objectives.

Knowledge of related fields such as timber, recreation, and wildlife management, hydrology, and soil science sufficient to develop a fire management program that is integrated with other resource management programs.

Knowledge of integrated fire management program elements such as fuels management, prevention, wildland fire use, and rehabilitation sufficient to verify the quality of the FPA outputs (e.g., determine if the outputs are reasonable given budget levels, resource conditions, and organization resources).

Knowledge of interagency wildland fire planning, budgeting and reporting systems and software used in wildland fire program management sufficient to analyze fire systems.

Knowledge of geospatial information technology used in resource management planning sufficient to prepare and to evaluate unit fire management plans (e.g., mapping software, geodatabases, meteorology, National Fire Danger Rating System, fire weather, and fire behavior).

Knowledge of fire suppression strategy, tactics, fire behavior, fuel models, fire weather, incident command systems, and firefighting tools and equipment sufficient to perform FPA.

Skill in oral and written communications sufficient to prepare reports, present training, and coordinate work efforts.

Ability to interact with individual and special interest groups with diverse and potentially conflicting viewpoints between the fire management and other resource management programs sufficient to achieve problem resolution.

## **2. Supervisory Control**

(Level 2-4, 450 points)

The supervisor assigns work in terms of broad areas of responsibility, program emphasis, and key management concerns for special projects. The supervisor and employee confer on priorities and deadlines.

The incumbent is independently responsible for conducting fire management analysis and planning, coordinating with others, and determining the approach to take to complete specific assignment. Recommendations are usually accepted as authoritative.

Policy questions dealing with controversial issues are reviewed with the supervisor to achieve agreement or solution. Completed work is reviewed for attainment of objectives.

## **3. Guidelines**

(Level 3-3, 275 points)

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. The incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

**4. Complexity**

(Level 4-4, 225 points)

The work involves developing broad and diversified fire management programs in an interdisciplinary and interagency setting. This includes planning and project development for diverse units that have complex fire and aviation management programs. Extensive coordination efforts are essential to integrate planning with various agencies, federal, state, tribal, and other stakeholders to arrive at cooperative and integrated programs. The incumbent assesses proposed fire plan operations characterized by numerous, varied and often conflicting viewpoints that exist within interagency fire management programs. The incumbent independently evaluates objectives for fire management plans, and analyzes and integrates comprehensive physical, biological, social and economic data in order to provide planning and budgetary recommendations.

The incumbent studies, analyzes, and develops methods to improve the accuracy, adequacy, and timeliness of information and systems utilized in FPA for FPU(s). The certified technical information is leveraged across the fire management community (five federal land management agencies and partners) in a centralized and integrated approach to wildland fire resource allocation. Potential sources of data must be cross-checked, analyzed, and interpreted by the employee to obtain accurate, relevant information.

**5. Scope and Effect**

(Level 5-3, 150 points)

The purpose of the position is to provide FPA expertise in the technical analysis of the fire management program at the FPU(s) level. Provides leadership, training and advice to FPU(s), partners, and other stakeholders on the technical application of FPA to the Fire Management Plan (FMP) development, including aspects of fire behavior. The incumbent coordinates the development of cost effective fire management programs.

The technical expertise provided by this position affects the capability of field units to effectively perform their fire management duties; the budget that is allocated to carry out the FPU(s) fire program, and the resources allocated to the field, including those needed to protect communities from wildland fire.

**6. Personal Contacts**

(Level 2b, 75 points)

**7. Purpose of Contacts**

Personal contacts are made with personnel at all levels of cooperating land management and federal, state, tribal, and local fire protection agencies. Primary contacts are with fire management personnel, resource specialists, and other unit coordinators. On an infrequent basis, other contacts may be with educational institutions, contractors, private landowners, political officials, and the general public.

Contacts are for the purpose of coordination and collaboration with various organizations and individuals who may have conflicting viewpoints and require persuasion and skill to justify the feasibility of plans and proposals. The incumbent demonstrates skill and tact to persuade others to adapt new methods and approaches of weighting natural resource attributes and allocating wildland fire resources. Contacts are made to determine user needs, explain proposed actions, monitor and evaluate program effectiveness, coordinate program development, gather data, exchange information, develop interagency agreements, and facilitate and explain programs. Contacts are often oriented toward information gathering for the development or refinement of various kinds of data used to support FPA at the FPU level.

**8. Physical Demands**

(Level 8-1, 5 points)

The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress and when in the field gathering data.

**9. Work Environment**

(Level 9-1, 5 points)

The work is normally performed in an office; however, travel to field units and various meetings and conferences is required.